

A. GENERAL: Applicants shall be examined to determine if they possess the acceptable qualifications and skills needed for immediate employment or to appear on an employment register for possible future employment. In no case shall selection of an applicant as a candidate or admittance to the examination process constitute assurance of a passing rating on any aspect of the examination process.

B. CONTENT AND NATURE OF EXAMINATIONS:

1. Examinations used in the selection process shall be job-related and may include, but are not limited to any one or combination of:
 - a. Oral interview;
 - b. Written examination (including standardized tests);
 - c. Skill test;
 - d. Physical ability;
 - e. Polygraph;
 - f. Review of application and/or required supplemental information;
 - g. Medical exam/evaluation;
 - h. Psychological exam/evaluation;
 - i. Reference and background check, including criminal history.
2. In compliance with laws and regulations governing sound examination procedures, examinations shall be designed to evaluate acceptable qualifications for a classification and/or to determine relative suitability among those qualified.
3. Division Heads will determine the minimum rating of standing through which eligibility on a hiring register may be earned in consultation with the Court Administrator or Presiding Judge.
4. Register scores may be based on a single or multiple segment examination process.
5. All examinations, evaluations, ratings, and other selection devices or items will be rated impartially.

C. CONDUCT OF EXAMINATIONS:

1. Examinations will be conducted in such locations as deemed necessary and/or appropriate by the Division Head.
2. Division Heads may limit admittance to an examination or any portion thereof.
3. When an oral board examination is used as part or all of the examination process, the oral board examination will be conducted and a rating made by a panel of two (2) or

more individuals selected by the Division Head. Any member of an oral examination panel who is a member of the immediate family of a candidate being interviewed, or who has any known conflict of interest with the candidate, shall be disqualified.

- D. INTERNAL EXAMINATIONS:** All regular status employees who apply for positions in the Judicial service shall be required to meet the acceptable qualifications and testing standards in effect at the time of application except as otherwise provided by these Rules. Standards may include written documentation from an employee's current division attesting to their satisfactory performance.
- E. RETAKING EXAMINATIONS AND TEST SECURITY:**
1. The Court Administrator shall establish procedures and standards relating to the retaking of examinations.
 2. A written test shall not be retaken by a candidate for period of ninety (90) days from the date of the last examination. In each case of a repeated test, the most recent test score achieved shall be used to determine the eligibility of the candidate.
 3. The Court Administrator shall establish procedures and take such precautions as necessary to safeguard the security and confidentiality of examination materials.
- F. INSPECTION OF WRITTEN EXAM SCORING SHEETS:** Applicants may request to inspect written examination scoring sheets, according to such procedures as may be established or required by the Court Administrator. Inspection of score sheets shall be limited to visual inspection and verification of numerical scoring accuracy. No copies of the examination or scoring devices may be made, nor may any written, mechanical or electronic notes be taken. Applicants who have inspected written examination scoring sheets may not retake the involved exam within ninety (90) calendar days of having completed such inspection.
- G. PREFERENCE POINTS:** Applicants claiming preference points for those positions allowing credit for same, must supply such reasonable documentation prescribed by the Court Administrator for the purpose of proving eligibility for the claimed preference points.
- H. EXAMINATION RECORDS:** The Court Administrator shall be responsible for the maintenance of all records pertaining to applications and examination processes. Applications and other records shall be kept as long as may be required by law. Upon completion of recruitment and selection processes, all records, reports, applications, documents and other records related to such processes shall be forwarded to the Court Administrator, and shall be maintained by the Court Administrator for the period required by law.
- I. PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS:**

1. In situations wherein the needs of the division will be best served by so doing, conditional offers of employment may be extended subject to the written qualification that initial and ongoing employment are subject to satisfactory results being received from the pre-employment background investigation.
 2. General background, prior employment and reference checks of candidates may be completed to ensure that individuals under consideration for Judicial employment are well qualified and have a strong potential for success after hire. Individuals contacted in the course of such process need not be restricted to former supervisory personnel.
 3. Candidates shall disclose any criminal convictions, including plea agreements and pleas of nolo contendere. Additional criminal history checks may be conducted after employment has commenced to ensure no conflicts exist between any criminal convictions and the employee's assigned duties.
 4. Criminal background checks may be conducted by the U.S. Department of Justice, Federal Bureau of Investigation, Arizona Department of Public Safety or any other agency deemed appropriate by the Presiding Judge. Prospective and current employees shall also be fingerprinted as a condition of employment. Only candidates with the highest degree of moral integrity and personal character will be employed and retained by the Superior Court.
 5. All pre-employment background investigations shall be completed prior to an applicant commencing work, except in those instances wherein the Presiding Judge has authorized conditional employment pending satisfactory completion of such processing.
- J. MANIFEST ERROR:** The Court Administrator, after appropriate review and concurrence of the Presiding Judge, may adjust the status of an applicant, candidate or eligible in order to correct a manifest error. Such adjustment shall not, however, invalidate any certification or appointment action already taken.